



Job Description

Job Title: Teaching Assistant (1:2:1 specific medical need)
Responsible to: Class teacher / SENDCo
Grade: SLT Grade C

Sussex Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The TA will:

- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Work with teachers to ensure effective learning takes place and to improve the attainment of pupils

Key Duties:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with Trust policy and procedures.
- Support class teachers with maintaining and promoting pro-social behaviour to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.



Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues across the Trust and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our Trust Safeguarding and child protection policy.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's Review, Development and Progression (appraisal) procedures.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.



Additional Care based Duties:

- Undertake full training with a Community Care nurse to aid the Support Worker in following any care plans.
- To assist the Support Worker in providing support and guidance in accordance with any care plan. This includes; following the care plans, undertaking risk assessments where relevant and undertaking health based actions, for example monitoring blood sugars and administering feeds.
- To assist the Support Worker in preparing and administering medication and gastrostomy feeds and occasionally administering medication and gastrostomy feeds (once trained and assessed as competent and in order to retain training standard)
- To assist the Support Worker in attending to (once trained and assessed) the health needs of the young people as necessary in regard to their specific requirements (which may for example include *epilepsy, suction, oxygen, etc*).
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Work collaboratively with other agencies and professionals, as necessary, including health professionals, to meet the personal and educational needs of individual pupils.
- Understand and support independence as appropriate.
- Work with pupils' on therapy or care programmes.
- To assist the Support Worker to provide all aspects of personal care needs as well as help with social, welfare and health matters, reporting problems to the appropriate person. Physically assist the pupil in activities where mobility is an issue.
- Maintaining privacy and respecting dignity of the pupil at all times.
- To assist the support worker to ensure personal aids and equipment are maintained in good order and always ready for use when necessary.
- Maintain/update confidential pupil records.
- Break time supervision including facilitating games and activities.
- To assist the Support Worker in providing clerical support to the teacher with regards to any care plan.
- Attend relevant training courses and meetings to ensure practice remains up to date and safe.
- To accompany and enable individual pupils to take part in school community activities and school trips.
- To raise concerns or any matter outside of their scope of competence to the Headteacher and / or nursing staff listed in a healthcare plan.
- Be aware of and comply with school policies and procedures.
- To be trained in and deliver first aid to pupils and adults in the building as required.

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager